

## **RESOLUTION NO. 2007-47**

**A RESOLUTION,** amending prior Resolution No. 2007-13 pertaining to the Ninth Street Alternatives Project and Assistance Grant Program Guidelines.

**WHEREAS,** notice of eviction was given on September 30, 2006 to residents of the Ninth Street Mobile Home Park (the "Park") requiring them to relocate not later than September 30, 2007, due to a sale of the Park;

**WHEREAS,** a grant in the amount of \$240,000 was secured from the City of Wenatchee Affordable Housing Funds and the Chelan-Douglas Homeless Housing Funds, of which \$214,000 will be available for direct assistance to the residents of the Park;

**WHEREAS,** the City Council of the City of Wenatchee passed Resolution No. 2007-13 adopting the Ninth Street Alternatives Project and Assistance Grant Program Guidelines; and

**WHEREAS,** after receiving feedback from implementation of the program, the City Council finds that changes to the program guidelines are desirable to achieve the goals of the program.

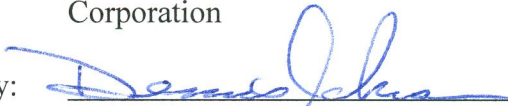
**NOW, THEREFORE,** be it resolved by the City Council of the City of Wenatchee as follows:

### **SECTION I.**

The Ninth Street Alternatives Project and Assistance Grant Program Guidelines as previously adopted in Resolution 2007-13 shall be and hereby are amended as set forth on Exhibit "A" attached hereto.

PASSED BY THE CITY COUNCIL OF THE CITY OF  
WENATCHEE, at a regular hearing thereof this 13 day of Sept, 2007.

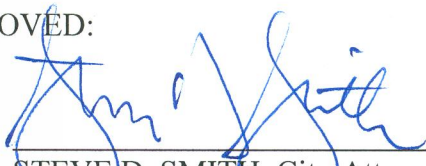
CITY OF WENATCHEE, a Municipal  
Corporation

By:   
DENNIS JOHNSON, Mayor

ATTEST:

By:   
VICKI REISTER, C.M.C.  
City Clerk

APPROVED:

By:   
STEVE D. SMITH, City Attorney

## Program Guidelines

| September 2007

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## I. Purpose

The Ninth Street Park Assistance Program, henceforth referred to as “the program”, was developed as a result of the impending closure of the Ninth Street Mobile Park, henceforth referred to as “the park”. Notice of closure was issued to park residents and posted on September 30, 2006. The final date to evict the park will be no earlier than September 30, 2007. There are three primary purposes for the Ninth Street Park Assistance Program in Wenatchee:

- 1) Assist renters who will move to another rental unit or owners who will lose their current home due to the inability of their unit to be moved due to age, renovations, health and safety issues, Uniform Building Code deficiencies, or condition of their current home.
- 2) Reduce the impact for owner-occupied housing units within the park to assist with the upfront costs for moving, relocation and/or demolition.
- 3) Provide down payment assistance to owner or renter park residents who qualify to purchase another mobile/manufactured, modular or site built home due to the loss of their current unit.

Ninth Street Mobile Home Park residents were issued a closure notice on September 30, 2006 due to the sale of the park. Presently, there are approximately 66 residential households, which will be displaced due to the park closure. Of the 66 units, approximately 47 are owner occupied and approximately 17 are renter occupied.

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## II. Objectives

- Improve the health and safety condition of housing for very low-, low- and moderate-income households in the park.
- To provide safe and sanitary housing conditions for very low-, low- and moderate-income households in the park.
- To improve housing options or conditions for households residing within the Ninth Street Mobile Home Park.
- To provide financing assistance to very low-, low-and moderate-income persons in the park who are unable to wait for state Mobile Home Relocation Assistance reimbursement when available, which is projected to be three to six months as of 9/2007.
- To provide rental relocation assistance to very low-, low-and moderate-income households in the park by covering the entry rental fees of first, last, and deposit.
- To improve home ownership success for very low-, low-and moderate-income households in the park through down payment assistance, mentorship and other program referrals.

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These objectives will be met by following the established policies and procedures as described herein.

### III. Rental Assistance Program

To be eligible for Ninth Street Park Assistance Program, residents shall meet the following criteria:

#### **A. Resident Interest**

The Applicant must be the current renter or homeowner occupant of the unit in the Park and have been a resident of the park at the time the closure notice was issued on September 30, 2006.

#### **B. Income Eligibility**

All park residents served with the closure notice are eligible regardless of income. In the case of rental assistance, preference will be given to applicants with a gross family income of no more than 50% of the Chelan County median income based on family size. Income limits are set by H.U.D. and are updated annually. See Appendix "A" for current income eligibility data.

#### **C. Asset Limitation**

Assistance shall be provided to eligible households regardless personal asset values.

#### **D. Eligible Rental Assistance**

Rental residents or homeowner's are eligible for rental assistance to cover first month, last month and damage deposits up to \$1,500.00. Relocating renters or owners may qualify under different programs depending on family make-up or occupation. The relocating renter or occupant must successfully complete appropriate paperwork as required by Chelan Douglas Community Action Council (CAC), Opportunities Industrialization Center (OIC), or the Housing Authority.

#### **E. Property Eligibility**

- The proposed rental structure and/or property must be in compliance with city and county zoning ordinances for residential use and must be free of refuse and clutter.
- The unit must be a permanent habitable structure that is economically feasible for occupancy.
- Property must be located in incorporated or unincorporated areas within Chelan or Douglas Counties.

#### **F. Maximum Grant Amounts**

The maximum rental assistance amount shall be as follows:

Rental Assistance Grant

- First, Last & Deposit ..... \$1,500

***G. Procedure For Rental Assistance Program***

**1. If moving to a rental unit located in any incorporated city or unincorporated land in Chelan or Douglas Counties**

a) For the Rental Assistance Application for first, last, and damage deposit, complete required paperwork at:

**(1)** Chelan Douglas Community Action Council (CAC)

620 Lewis Street, Wenatchee WA (509) 662-6156

**(2) Or if you work in AGRICULTURE** or a seasonal or migrant agricultural job, go to:

**(a)** Opportunities Industrialization Center (OIC)

215 Bridge Street, Wenatchee WA (509) 665-6605

**(3) To get rental assistance on your monthly rent, go to**

**(a)** Housing Authority of Chelan County & City of Wenatchee

1555 Methow St., Wenatchee WA (509) 663-7421



## IV. Owner Occupied Relocation & Demolition Assistance

To be eligible for Ninth Street Park Relocation Assistance Program, owner occupied residents shall meet the following criteria:

### A. Resident Interest

The Applicant must be the current owner/occupant or purchaser/occupant of the unit and have been a resident owner/occupant or purchaser/occupant of the park at the time the closure notice was issued on September 30, 2006.

### B. Income Eligibility

All park residents served with the closure notice are eligible regardless of income. Preference will be given to applicants with a gross family income of no more than 80% of the Chelan County median income based on family size. Income limits are set by H.U.D. and are updated annually. See Appendix "A" for current income eligibility data.

### C. Asset Limitation

Assistance shall be provided to eligible households regardless of personal asset values.

### D. Relocation Assistance

Resident-owned units, which are structurally eligible for relocation to another park or land, may access funds for moving, and/or relocation provided that a qualified certified mover or installer is utilized. If a unit cannot be moved, due to condition of the unit or its structural suitability to move, the resident may access funds for demolition of the unit or for demolition of the additions to the unit.

The Washington State Office of Manufactured Housing (OFM) Relocation Assistance Program provides relocation assistance to evicted park residents. OFM allows reimbursement of direct costs of up to \$7,500 for a singlewide and up to \$12,000 for a doublewide. Due to the high demand the OFM funds, reimbursement may not be available until 2011 or later. The local program will loan the resident those funds up to the program maximum of up to \$7,500 for a singlewide and up to \$12,000 for a doublewide, which will then be repaid from the state funds when they become available.

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### E. Maximum Loan Amounts

The maximum relocation loan amount shall be as follows:

#### Relocation, Moving & Demolition Loan

- Singlewide Unit ..... \$7,500
- Doublewide Unit ..... \$12,000

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***F. Procedure For Moving From One Location To Another***

**1. If moving unit to a site that is located in unincorporated land in Chelan or Douglas Counties**

- a) Complete Mobile Home Relocation Assistance Application  
To have the relocation costs paid
- b) County Treasurers Office  
Chelan County, 350 Orondo Ave, Wenatchee  
Douglas County, 140 19<sup>th</sup> St NE, East Wenatchee
  - (1) Get Moving Permit (no permit cost)
  - (2) List current location and new location
  - (3) Personal property taxes need to be current or paid at that time
- c) County Public Works Office  
Chelan County, 316 Washington St, 3<sup>rd</sup> Floor, Wenatchee  
Douglas County, 140 19<sup>th</sup> St NE, East Wenatchee
  - (1) Get County Trip Permit - Douglas Co. \$25 / Chelan Co. Varies
  - (2) List current location and new location
  - (3) No permit may be required, however Public Works must be notified of the new location
- d) County Office of Community Development  
Chelan County, 316 Washington St, 3<sup>rd</sup> Floor, Wenatchee  
Douglas County, 140 19<sup>th</sup> St NE, East Wenatchee
  - (1) Get County Building Permit
  - (2) Will need the application & the checklist
  - (3) Cost is \$50.00 plus \$240.00 if placed on a pad
    - (a) Cost is \$50.00 plus \$200.00 if on blocks
- e) Chelan Douglas Health District Office  
Either County, 200 Valley Mall Pkwy, East Wenatchee  
or call (509) 886-6450
  - (1) Get proof of septic & water at new location
  - (2) In the event the water or sewer has been inactive for four years or more, new inspections may be required
- f) City of Wenatchee Public Works Dept.  
25 N. Worthen St, Wenatchee 509-664-3360
  - (1) Get City ROW Permit to move a building on city roads.

**\*\*Responsibility of the certified transporter\*\***

- g)** Washington Dept of Transportation  
2850 Euclid Ave, Bldg. B, Wenatchee WA (509) 667-2803  
or for oversize loads (360) 704-6340  
(1) Get Trip or Oversize Permit, \$10 - \$75

**2. If moving unit to a site that is located within City of Wenatchee**

- a)** Rules for relocating home within the City of Wenatchee  
(1) Any manufactured home may go into an approved manufactured home park, their covenants permitting.  
(2) Any manufactured home placed on a single building lot within the city of Wenatchee must be a new doublewide, not previously owned, no more than three years old, and placed on a permanent foundation.
- b)** Complete Mobile Home Relocation Assistance Application  
(1) To have the relocation costs paid
- c)** City of Wenatchee Community Development  
25 N Worthen, Wenatchee, WA (509) 664-3391  
(1) Get City Building Permit For Manufactured Homes, \$265  
(a) Need a "site map" with location of home on lot  
(b) Need "Blocking or Foundation Plan"  
(c) Need copy of title with legal owner of unit
- d)** City of Wenatchee Public Works Dept.  
25 N. Worthen St, Wenatchee 509-664-3360  
(1) Get City ROW Permit to move a building on city roads.  
(2) In the event the water or sewer has been inactive for four years or more, new inspections may be required  
(a) City Water Inspection, \$800  
(b) Sewer Inspection, \$560

**\*\*Responsibility of the certified transporter\*\***

- e)** Washington Dept of Transportation  
2850 Euclid Ave, Bldg. B, Wenatchee WA (509) 667-2803  
or for oversize loads (360) 704-6340  
(1) Get Trip or Oversize Permit

**3. If moving unit to a site that is located within City of East Wenatchee**

- a) Rules for relocating home within the City of East Wenatchee
    - (1) Any manufactured home may go into an approved manufactured home park, their covenants permitting.
    - (2) Any manufactured home placed on a single building lot within the city of East Wenatchee must contain at least 960 square feet which is the smallest doublewide, have a roof pitch of not less than two feet of rise, and shall bear the HUD insignia of inspection and approval as required of all units manufactured since 1976. Check with the city for other applicable rules.
  - b) Complete Mobile Home Relocation Assistance Application
    - (1) To have the relocation costs paid
  - c) City of East Wenatchee Planning & Building Dept.  
271 9<sup>th</sup> Street NE, East Wenatchee, WA (509) 884-1796
    - (1) Get City Building Permit, Cost \$79.50
      - (a) Need a "site map" with location of home on lot
      - (b) Need "Blocking or Foundation Plan"
      - (c) Needs copy of title with legal owner of unit
      - (d) If hooking up to sewer, contact Douglas County Sewer District, 692 Eastmont Avenue, E. Wenatchee, Cost \$25 hook-up fee and inspection
  - d) Dept of Labor & Industries  
519 Grant Road, East Wenatchee,  
or call (509) 886-6500 or (800) 292-5920
    - (1) Get "Fire Safety Inspection Permit"
      - (a) Prior to move, need to pass the "Pre-Inspection Fire Safety Checklist" for Manufactured Homes
      - (b) Permit cost \$95.40 and \$58.40 for each re-inspection.
  - e) City of Wenatchee Public Works Dept.  
25 N. Worthen St, Wenatchee 509-664-3360
    - (1) Get City ROW Permit to move a building on city roads.
- \*\*Responsibility of the certified transporter\*\****
- f) Washington Dept of Transportation  
2850 Euclid Ave, Bldg. B, Wenatchee WA (509) 667-2803  
or for oversize loads (360) 704-6340
    - (1) Get Trip or Oversize Permit



**4. If moving unit to a site that is located within any other city**

- a) Complete Mobile Home Relocation Assistance Application
  - (1) To have the relocation costs paid
- b) Contact the city's Planning & Building Dept. to get permits
- c) City of Wenatchee Public Works Dept.  
25 N. Worthen St, Wenatchee 509-664-3360
  - (1) Get City ROW Permit to move a building on city roads.
- \*\*Responsibility of the certified transporter\*\**
- d) Washington Dept of Transportation  
2850 Euclid Ave, Bldg. B, Wenatchee WA (509) 667-2803  
or for oversize loads (360) 704-6340
  - (1) Get Trip or Oversize Permit

**5. If a unit was purchased since the closure notice was issued on September 30, 2006**

- a) New owner may not be eligible for Mobile Home Relocation Assistance through Washington State or through the City of Wenatchee
- b) New owner may be subject to Fire Safety requirements of the jurisdiction conducted by Dept of Labor & Industries  
519 Grant Road, East Wenatchee,  
or call (509) 886-6500 or (800) 292-5920
  - (1) Get "Fire Safety Inspection Permit"
    - (a) Prior to move, need to pass the "Pre-Inspection Fire Safety Checklist" for Manufactured Homes
    - (b) Permit cost \$95.40 and \$58.40 for each re-inspection.
- c) New owner should follow procedures above for relocation instructions

***G. Procedure For Demolition Of Mobile Home Or Abandoning Home***

- 1. Complete Mobile Home Relocation Assistance Application**
  - a) To have the demolition costs paid
  - b) The City does not require a Demolition Permit
- 2. If Unit To Be Demolished Contains Asbestos**
  - a) Complete Asbestos Demolition/Renovation Notification Form  
Mail to Dept. of Ecology, 15 W. Yakima Ave. Suite 200, Yakima, WA 98902-3401
    - (1) No Cost



**3. To remove the Personal Property Liability**

- a) Take the current title, write "demolished" on the face of the title
- b) Mail the title to Department of Licensing, P.O. Box 2957, Olympia, Washington
- c) If title is lost, go to Chelan County Auditor's Office, 350 Orondo Ave, Wenatchee
  - (1) Request a replacement title - Cost \$9.00

**Note:** *If title is not sent to Department of Licensing, the owner will continue to receive tax assessments on their unit.*

**V. Down Payment Assistance Program**

Owner residents' may choose to seek out another manufactured, modular or site built unit to purchase. Some renter residents may choose to move into homeownership as a result of the recent park closure.

Purchase of an existing unit within the closing Ninth Street Park may be eligible for the Down Payment Assistance Program but would not be eligible for State Mobile Home Relocation Assistance, the City's Mobile Home Relocation Assistance and since the buyer was not the owner at time of closure notice, may need to meet the jurisdictions' fire safety requirements and applicable inspections by Labor & Industries Fire Safety Checklist.

To be eligible for Ninth Street Park Down Payment Assistance Program, owner occupied or renter residents shall meet the requirements set forth in this section:

**A. Resident Interest**

The Applicant must be the current renter or owner/occupant or purchaser/occupant of the unit and have been a resident renter, owner/occupant or purchaser/occupant of the park at the time the closure notice was issued on September 30, 2006.

**B. Income Eligibility**

All park residents served with the closure notice are eligible regardless of income. Preference will be given to applicants with a gross family income of no more than 80% of the Chelan County median income based on family size. Income limits are set by H.U.D. and are updated annually. See Appendix "A" for current income eligibility data.

**C. Asset Limitation**

Assistance shall be provided to eligible households regardless of personal asset values.

#### ***D. Home Ownership Opportunities***

Some current resident-owned units may not be eligible for relocation due to condition of the unit or its structural suitability to move. Other owner residents' may choose to seek out another manufactured, modular or site built unit to purchase. Some renter residents may choose to move into homeownership as a result of the recent closure. All residents of the Park are eligible to apply as a potential new homeowner for up to \$5,000 of Down Payment Assistance.

Purchase of an existing unit within the closing Ninth Street Park may be eligible for the Down Payment Assistance Program but would not be eligible for State Mobile Home Relocation Assistance, the City's Mobile Home Relocation Assistance and since the buyer was not the owner at time of closure notice, may need to meet the jurisdictions' fire safety requirements and applicable inspections by Labor & Industries Fire Safety Checklist.

The potential new owner must financially qualify for a mortgage or property loan through a good credit history and/or a good landlord history. If the amount needed is over the assistance provided in this program, the new owner applicant must seek other funding through public entities or private financial institutions.

#### ***E. Home Owner Classes***

The potential new owner must successfully complete a Home Owner class as required by the Housing Authority of Chelan County & the City of Wenatchee's (henceforth referred to as the Housing Authority) or its affiliate Columbia Valley Housing Association's Home Buyer program(s). Classes may be provided by a private financial institution, a non-profit entity, or a public agency as approved by the Housing Authority.

#### ***F. Home Owner Property Eligibility***

- Manufactured, modular or site built homes qualifies as eligible structures through this program. Preference will be given to units, which include the ownership of the land where the structure is located.
- The structure proposed for purchase and/or property must be located in incorporated or unincorporated Chelan or Douglas Counties.
- The Structure proposed for purchase and/or property must be in compliance with city and county zoning ordinances for residential use and must be free of refuse and clutter.
- The unit must be a permanent habitable structure that is economically feasible for occupancy or, if not, to rehabilitate.

### **G. Maximum Loan & Grant Amounts**

The maximum Down Payment Assistance loan amount shall be as follows:

- Homeownership Down Payment Assistance Loan \$5,000

### **H. Procedure For Down Payment Homeownership Assistance**

#### **1. Complete Homeownership Program Application**

- a) Housing Authority of Chelan County & the City of Wenatchee  
1555 Methow Street, Wenatchee, WA 98801

#### **2. Contact A Financial Institution or Mortgage Broker**

- a) Get loan amount pre-approval

#### **3. Look for home to purchase**

- a) Find home for sale in your price range

## **VI. Loan & Grant Terms**

### **A. Loan Terms**

#### **1. General Conditions**

- a) Rental Assistance is provided as a grant and need not be repaid.
- b) Down Payment Assistance, Relocation, Moving & Demolition costs shall be in the form of a deferred payment, zero interest loan.

Example 1: The park resident homeowner relocates their unit to another mobile home park. Eligible Relocation, Moving & Demolition costs up to program limits are covered and 100% of the loan must be repaid when OMH Relocation Assistance Program releases funds. The homeowner is responsible for costs over the program limits, which may be repaid to the homeowner when OMH Relocation Assistance Program releases funds.

Example 2: The park resident homeowner decides to abandon their unit and files release of personal property paperwork. Eligible Demolition costs up to program limits are covered and 100% of the loan must be repaid when OMH Relocation Assistance Program releases funds. Park resident locates another home to purchase located in Chelan or Douglas Counties. Down Payment Assistance up to program limits are eligible and 100% of the loan must be repaid utilizing flexible affordable terms over a five to 15 year period. If at any time the new home is resold, 100% of the remaining balance is due out of sale proceeds.



Example 3: The park resident homeowner relocates their unit to another mobile home park or other property. Eligible Relocation, Moving & Demolition costs do not cover the total costs for preparation of the unit for move, the move transport and the set-up of the unit at the new location. The resident does some of the preparation or clean-up work themselves to save money so the program limits will cover all the costs of the move. The State OMH Relocation Assistance requires that a qualified certified mover or installer be utilized. Of the costs covered by the local program, 100% of the loan must be repaid when OMH Relocation Assistance Program releases funds.

- c) During the period of deferral, the outstanding balance of the loan shall not accrue any interest.
- d) A Deed of Trust and a Promissory Note shall secure all loans. The Deed of Trust shall be recorded with the County Auditor's Office.

Exceptions and/or modifications to the loan terms stated herein may be granted subject to review and approval by the City of Wenatchee. The property owner shall make requests in writing for exemptions and/or modifications of loan terms stated herein.

## 2. Conditions for Immediate Repayment of a Deferred Loan

Conditions upon which the Down Payment Assistance or Relocation loan will become payable are as follows:

- SALE of property.
- TRANSFER of title (other than inheritance due to death of Participant/s).
- RENTAL or subletting of the primary house.
- CHANGE IN USE from residential to commercial.
- FAILURE TO MAINTAIN the property.
- FAILURE TO PURCHASE AND MAINTAIN Homeowner's Insurance on the property.

3. Conditions and amounts for monthly installments for repayment of the Down Payment Assistance will be established by the Housing Relocation / Rehabilitation Specialist. Monthly installments shall be due and payable on the first day of each month, and shall be payment in advance of and for that month. In cases where the first monthly installment becomes due at a time other than the first of a month, said first installment shall be pro-rated for that month.

The Participant shall make monthly payments as established by the Housing Relocation / Rehabilitation Specialist. Any deferral of those payments will become activated upon the occurrence of one or more of the following loan default actions.



- **NON-OCCUPANCY** of the structure for a period exceeding One Hundred Twenty (120) days.

In cases where a Participant requires hospitalization in excess of one hundred twenty (120) days, or where a Participant is placed in a facility for medical treatment or convalescence in excess of one hundred twenty (120) days, the allowable non-occupancy time period shall be increased to one hundred eighty (180) days. The Participant must make adequate provision for the maintenance and upkeep of the dwelling and surrounding property during his/her absence.

Reasonable exceptions and/or variances to the Non-occupancy Extension may be granted upon the approval of the city of Wenatchee.

- **DEATH** of the Participant(s).

In cases where a spouse with ownership interest in the property survives the deceased Participant, the spouse retains all of the rights, privileges and obligations of the loan. Transfer of the Title solely to exclude the deceased spouse interests shall not be considered a transfer of title, and shall not trigger the loan repayment or monthly installments referred to in this Section.

The required monthly payment shall be established by Housing Relocation / Rehabilitation Specialist based on housing affordability at 30% of median household income. The payment amount to the City of Wenatchee shall be based upon the Total Eligible Down Payment Assistance Cost/s, as set forth below.

#### **MONTHLY INSTALLMENT AMOUNT**

TOTAL DOWN PAYMENT COST/S	MONTHLY PAYMENT
\$40.00 – \$5,000.00	\$40.00 TO \$100.00

4. **Loan Subordination.** Subordination of the Down Payment Assistance Program Loan will NOT be approved for any purpose.

#### ***B. Other Loan Requirements***

The following additional loan requirements must be met:

- For the duration of the loan, the Participant will be required to maintain the property to acceptable community standards as required by city or county ordinance(s).
- Prior to the approval of any loan, all junk, trash, or other items creating blight shall be removed from the outside of premises.

## **VII. Administrative Guidelines**

The following guidelines are necessary to ensure fair treatment in the administration of the program and to comply with federal, state and local requirements.

### ***A. Code of Conduct***

The purpose of this Code of Conduct is to ensure the efficient, fair and professional administration of state grant funds in compliance with Washington State Office of Financial Management and the federal Office of Management and Budget (OMB) Circular A-102, Attachment 0, paragraph 7 and other applicable federal and state standards, regulations and laws.

This Code of Conduct applies to all appointed officials, employees or agents of the city of Wenatchee engaged in the award or administration of contracts supported by federal grant funds.

No member of the governing body, nor employees of the city and no other official of the city who exercises any functions or responsibilities with respect to the Ninth Street Park Assistance Program during his or her tenure shall have any personal or pecuniary gain or interest, direct or indirect, in any contract or subcontract or the proceeds thereof for any work to be performed in connection with activities of the Ninth Street Park Assistance Program, except as provided in applicable federal and state standards, regulations and laws.

Appointed officials, employees or agents of the city of Wenatchee shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or subcontractors.

To the extent permitted by federal, state or local laws or regulations, violation of these standards may cause penalties, sanctions or other disciplinary actions to be taken against the elected officials, employees or agents of the city of Wenatchee, or the contractor's, potential contractors, subcontractors or their agents.

### ***B. Affirmative Action and Equal Opportunity Requirements***

The Ninth Street Park Assistance Program (referred to as The Program) is funded in part by the Homelessness Housing and Assistance Act. The Program, as administered by the city of Wenatchee, is a state funded project requiring compliance with civil rights laws. Civil rights laws and related regulations are intended to protect individuals from discrimination on the basis of race, national origin, religion, color, sex, age, or handicap. In keeping with these requirements, the following laws and regulations will be followed:

- Civil Rights Act of 1964, Title VI 942 USC (24 CFS, Part 1): No person shall be excluded from participation in, denied program benefits of, or be subjected to discrimination based on race, color and/or national origin in regards to activities of the Ninth Street Park Assistance Program.



- Civil Rights Act of 1968, Title VIII 942 USC 3601 et seq: Prohibits discrimination on the basis of race, color, religion, sex, and/or national origin in housing activities of the Ninth Street Park Assistance Program.
- Rehabilitation Act of 1973, Section 504 (19 USC, 794): No otherwise qualified individual shall, solely by reason of his/her handicap, be excluded from participation in (including employment), denied program benefits of, or be subjected to discrimination in regard to activities of the Ninth Street Park Assistance Program.
- Housing and Community Development Act of 1974, Section 109, as amended through 1981: No person shall be excluded from participation in (including employment), denied program benefits of, or be subjected to discrimination on the basis of race, color, religion, national origin, or sex with regard to activities of the Ninth Street Park Assistance Program.
- Age Discrimination Act of 1975 (42 USV 6101 et seq.) as amended: No person shall be excluded from participation in, denied program benefits of, or be subjected to discrimination on the basis of age with regard to the activities of the Ninth Street Park Assistance Program.
- Executive Order 11063 (as amended by Executive Order 12259) (CFR part 109): No person shall, on the basis of race, color, religion, sex, or national origin, be discriminated against in housing or lending practices, with respect to residential property, in activities of the Ninth Street Park Assistance Program.
- Executive Order 11246 (as amended) Equal Employment Opportunity in Contracts and Subcontracts: No person shall be discriminated against on the basis of race, color, religion, sex, or national origin in any phase of employment during the performance of contracts and/or subcontracts in the activities of the Ninth Street Park Assistance Program.
- State of Washington RCW 49.60 (Equal Employment Opportunity): No person shall be discriminated against for reason of employment on the grounds of race, color, sex, age, or handicap.

### ***C. Grievance Procedures***

The following rights of grievance shall be available to all renters, homeowners and contractors participating in the Ninth Street Park Assistance Program:

Step #1: Contact the Director of the Wenatchee Department of Community Development and state in writing the nature of the complaint and the suggested corrective action. The Director can be reached at 509-664-3391. The Director will, within twenty (20) working days following receipt of the complaint, respond with a written statement of the Department's position, as well as steps to be taken to resolve the dispute.

Step #2: If the complainant is not satisfied with the response of the Director, a written appeal to the Mayor should be submitted within ten (10) working days following receipt of the Director's written statement. The appeal should be sent to the Mayor at P.O. Box 519, Wenatchee, WA 98807.

## VIII. Appendix

### A. Income Eligibility Data

#### **All park residents served with the closure notice are eligible regardless of income.**

For Down Payment Assistance and Relocation Assistance preference will be given to applicants with a gross family income of no more than 80% of the Chelan County median income based on family size.

In the case of Rental Assistance, preference will be given to applicants with a gross family income of no more than 50% of the Chelan County median income based on family size.

INCOME GUIDELINES: Each year, HUD publishes a new income eligibility table for counties within the state. Household eligibility is dependent upon the size of the household. The 2006 income eligibility guidelines are outlined in the table below:

#### ***Chelan & Douglas Counties – 80% of 2006 Median Income of \$53,000***

1	2	3	4	5	6	7	8
PERSON	PERSON	PERSON	PERSON	PERSON	PERSON	PERSON	PERSON
\$30,300	\$34,650	\$38,950	\$43,300	\$46,750	\$50,250	\$53,700	\$57,150

#### ***Chelan & Douglas Counties – 50% of 2006 Median Income of \$53,000***

1	2	3	4	5	6	7	8
PERSON	PERSON	PERSON	PERSON	PERSON	PERSON	PERSON	PERSON
\$18,950	\$21,650	\$24,350	\$27,050	\$29,200	\$31,400	\$33,350	\$35,700